

# City of Watsonville

## Job Description

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**JOB TITLE:** Supervising Plans Examiner/Building Inspector      **DATE APPROVED:** August 29, 2017

**DEPARTMENT:** Community Development      **SUPERSEDES:** N/A

**REPORTS TO:** Building Official

**SUPERVISION:** Division Staff

**EMPLOYEE UNIT:** Mid-Management

**FLSA:** Exempt

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### **JOB SUMMARY:**

Under general direction, is responsible for supervising the plan review and building inspection function in the inspection services division of the Community Development Department. The classification performs a variety of the most complex plan review services and assists the Building Official in planning and directing division activities, with an emphasis on plan review and permit processing; performs plan checking of all submitted plans including larger construction development projects; coordinates building permit and plan review services activities with other city departments; performs complex field inspections for compliance with applicable construction codes; and performs other related functions as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Senior Building Inspector classification by the increased and broadened level of skills and abilities, including a greater complexity and scope of duties assigned; performing the most complex plan review service assignments both in the office and the field, reviewing and making recommendations of alternate approval requests, and providing training and supervision to division staff. The Supervising Plans Examiner/ Building Inspector classification assists the building official in managing the division, with primary supervisory duties in plan review and permit coordination, and secondary lead responsibility of the inspection function. This position is expected to be called upon to act in the Building Official's stead. The Supervising Plans Examiner/ Building Inspector classification is distinguished from the next higher level Assistant Director/ Building Official classification in that the later manages the daily operations of the Building Department.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Supervises plan review and field inspection function, organizes and manages staffing and workload, coordinates with plan review consultants, maintains thorough, accurate and timely service delivery.
- Checks plans of all types, including complex construction and development projects, using the current building standards codes and other related construction codes adopted by the City of Watsonville
- Resolves project challenges and customer concerns
- Reviews plan review policies and standard operating procedures, makes recommendations for improvements in efficiency and final work product

- Provides assistance to inspectors, maintains consistent application of code provisions and advises on work assignments and challenges
- Updates and maintains technical manuals, records and forms
- Provides technical and functional administrative support to other city departments for building and energy projects
- Provides technical information to the public on code and design requirements and on difficult or unusual code requirements for major structures; answers inquiries from the public relating to regulations for building and housing construction, remodeling and repair, including structural, non-structural, plumbing, mechanical, electrical and other code related questions
- Reviews planning project plan reviews for initial compliance with building standards codes and local building ordinances; prepares clear and concise reports, coordinates with other city departments, design professionals and applicants
- Monitors and coordinates plan review services activities from permit application to issuance
- Maintains records, prepares a variety of reports, and makes estimates of a specialized nature in connection with various building projects
- Provides technical public counter support, receives permit applications reviews for code compliance and issues permits
- Performs field inspections, as needed, for all types of construction, including complex commercial, industrial and essential facility projects
- Assists in court actions involving building, housing, plumbing, electrical and related violations
- Inputs, accesses and analyzes data in the computer. Proactive in the use and development of the city permit tracking system
- Assists Building Official in division operations as assigned
- Supervises, trains and evaluates staff
- Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Current plan check methods and practices
- Codes involved in construction including the California Code of Regulations Title 24 Building Standards Codes; Building, Residential, Mechanical, Electrical, Plumbing and others
- Federal and state codes, regulations and standards governing housing and building construction, rehabilitation, alteration and use and occupancy
- Effective use of the building standards codes
- The principles, materials and methods used in building design and construction
- Effective combination building inspection requirements and procedures
- Blueprint reading and terminology used in building plans and specifications
- Safe work practices and procedures
- Legal aspects involved in the administration of codes, ordinances and code enforcement
- Basic computer applications
- Effective supervisor/management skills and abilities
- Correct English language usage, spelling, grammar and punctuation

**Ability to:**

- Review plans and construction documents for compliance with applicable building standards codes and ordinances, including the city green building program, being thorough and accurate
- Effectively supervise plan review and public counter services
- Assess situations, use good judgment and make sound decisions
- Read and interpret construction plans, notes, specifications and legal property descriptions and coordinate plan review requirements and process with applicants
- Become proficient with and effectively administer the City of Watsonville Municipal Code
- Learn, interpret, apply and explain established City policies, procedures and codes
- Write clear and comprehensive reports and correspondence on administrative and technical issues
- Proficiently navigate the codes, locating requirements and conducting associated research
- Interpret, apply and explain complex governmental regulations with proficiency and tact
- Establish and maintain accurate records; become proficient in the City permit tracking system
- Understand complex mathematical formulas and complete structural load and stress analysis using recognized standards
- Set priorities, meet deadlines and make sound decisions
- Communicate in a courteous and effective manner; establish and maintain effective working relationships with City employees and the general public including property owners, contractors, architects and engineers
- Supervise, train, mentor and evaluate staff
- Demonstrate an enthusiastic, resourceful, and effective customer service attitude
- Work well independently, as well as, foster a team approach to public service
- Drive a company vehicle

**PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged sitting, standing, walking, kneeling, squatting and stooping and reaching in the performance of daily activities
- Work on slippery and/or uneven surfaces
- Repetitive hand movement and fine coordination in preparing reports using a computer keyboard
- Acute near and far vision in reading written reports and work related documents and in the performance of daily duties
- Acute hearing is required when providing phone and personal service
- Work outdoors in all weather conditions, including wet, hot and cold
- Lift items weighing up to 25 pounds
- drive a vehicle, climb into and out of appropriate vehicles; and up and down of stairs and ladders
- intermittently bend and twist to reach equipment surrounding work area
- reach above and at shoulder height

## **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Two (2) years of college with a building inspection/construction related field emphasis and,
- Five (5) years of experience as a journey level plans examiner, of which three (3) should be as (or equivalent to) a Senior Plans Examiner within a jurisdiction

Or

- Four (4) years journey experience in the construction, design and/or inspection trades and,
- Five (5) years of experience as a journey level plans examiner, of which two (2) should be as (equivalent to) a Senior Plans Examiner within a jurisdiction.

## **LICENSE & CERTIFICATION:**

- Possession and continued maintenance of a valid California Class C Driver's License and a safe driving record, and
- Possession and continued maintenance of the following certifications\*;
  - International Code Conference (ICC) Building Plans Examiner, and at least three (3), unrelated by trade, ICC commercial certifications from the following;
    - Electrical Plans Examiner
    - Mechanical Plans Examiner
    - Plumbing Plans Examiner
    - Building Plans Examiner
    - Building Inspector
    - Electrical Inspector
    - Mechanical Inspector
    - Plumbing Inspector
    - Building Official
    - or State CASp Certification; Certified Access Specialist
  - A third certification from the list above is required within twelve (12) months from the date of hire.\*

\*Other equivalent certification combinations may be considered acceptable upon approval by the Building Official.